

G.R.E.A.T Frequently Asked Questions

General Information

Q: Where I can I find general information about grant solicitations?

A: For general information about BJA solicitations, go to:
http://www.ojp.usdoj.gov/BJA/funding/Solicitation_FAQ.pdf

Q: Who is my State Policy Advisor (SPAs)?

A: You can find complete list of SPAs at <http://www.ojp.usdoj.gov/BJA/resource/stcont.pdf>.

General Information Regarding the FY 2007 Solicitation:

Q: What is the deadline for applying for a FY 2007 G.R.E.A.T. Grant?

A: 8:00 PM on December 14, 2006. No extensions will be granted and it is strongly suggested that applicants not wait until the last day to attempt to submit their application.

Q: I have questions regarding the Grants.gov application process. Where can I go for assistance?

A: You can locate information related to DUNS number, Grants.gov registration, application downloading, CCR, login, as well as other Grants.gov issues by visiting the Customer Support Hotline at 1-800-518-4726 or by visiting the Grants.gov Internet HELP page at <http://www.grants.gov/help/help.jsp>.

Q: I represent a non-profit faith-based organization. Can my organization apply for a FY 2007 G.R.E.A.T. grant?

A: Applicants are limited to state, local, or tribal jurisdictions or their respective law enforcement agencies, including school police, housing authority police, prosecution, probation, and parole agencies possessing the power of arrest. However we encourage applicants to collaborate with non-profit and faith-based organizations, as well as the business and local community partners in the delivery of the family and summer components of the program.

Q: Is the applicant required to teach the Middle School Component in order to apply for a grant to deliver the family and/or summer component?

A: The Middle School Component is the foundation of the G.R.E.A.T. program and must be delivered as part of each applicant's G.R.E.A.T. program before funds can be requested to deliver any of the other three (3) G.R.E.A.T. components. Applicants who are teaching the

Middle School Component, but who do not plan to use Federal grant funds to deliver the Middle School component are eligible to apply for grant funds to deliver any of the other G.R.E.A.T. program components. Each applicant must include, in their Project Narrative, a discussion of the scope of their Middle School component, regardless of whether or not G.R.E.A.T. grant funds will be used to fund the delivery of the Middle School component and related costs.

Q: We do not have a gang problem in our locality but there are documented gang and youth violence in surrounding jurisdictions. Is my agency eligible to apply?

A: G.R.E.A.T. is a prevention program. Agencies that can demonstrate documented gang and youth violence either within or around their jurisdictions are encouraged to apply. A number of localities that are currently teaching G.R.E.A.T. in their communities are doing so in an effort to prevent gangs from establishing a presence in the communities. Applications will be scored based on the documentation provided and all applicants should insure that supporting data of a gang presence, in or around their communities, is included with the application.

Q: How do I respond to the question on the Application for Federal Assistance Form 424 regarding Executive Order 12372? How do I know if this applies to our application?

A: Information regarding Executive Order 12372 can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Q: If we want to include a table of information in our Project Narrative, can it be in font that is less than 12 pt.?

A: Tables, charts and graphs, included in the Project Narrative portion of your application, do not need to be in the required 12 pt. font. Applicants may use whatever size necessary so that the table, graph or chart fits on the page. Applicants should insure that information provided in such formats must be readable and clearly labeled.

Q: Must we use the Budget Worksheet that is part of the Grants.gov application or can we prepare a Budget Worksheet that is in a different format?

A: Regardless of whether an applicant uses the Budget Worksheet included in the Grants.gov application or prepares a Worksheet in a different format, the Budget Worksheet must include detailed information on what expenses are included in the Budget. For each cost category the applicant must state the type of expense, number of each item to be purchased, per unit cost and total cost for each type of item.

Example: For student incentive items

G.R.E.A.T.-branded incentive items (i.e. T-Shirt, water bottle & various school supplies for each student) – \$12.00 per student X 100 students **Total Cost: \$1,200**

Q: Can we apply for a grant to cover just the Summer school or Families or Elementary curricula?

A: The Middle School Component is the foundation of the G.R.E.A.T. program and must be delivered as part of each applicant's G.R.E.A.T. program before funds can be requested to deliver any of the other three (3) G.R.E.A.T. components. Applicants who are teaching the Middle School Component, but who do not plan to use Federal grant funds to deliver the Middle School component are eligible to apply for grant funds to deliver any of the other G.R.E.A.T. program components. Each applicant must include, in their Project Narrative, a discussion of the scope of their Middle School component, regardless of whether or not G.R.E.A.T. grant funds will be used to fund the delivery of the Middle School component and related costs.

Q: What types of matching fund sources are acceptable?

A: There are two (2) kinds of match, Cash (hard) match and In-kind (soft) match, both of which are described below.

Cash Match (hard) includes cash spent for project-related costs. Allowable cash match must include those costs which are allowable with Federal funds with the exception of the acquisition of land, when applicable.

In-kind Match (soft) includes, but is not limited to, the valuation of in-kind services. "In-kind" is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match is permitted by law (other than cash payments), then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expend them as allowable costs (see 28 CFR Part 66.24, Grants Management Common Rule for State and Local Units of Governments).

For a complete list of potential Matching Fund sources, please refer to the Office of Justice Programs (OJP) Financial Guide, which is available electronically at <http://www.ojp.usdoj.gov/FinGuide/part3chap3.htm> .

Q: Can we provide more matching funds than the required 10% match?

A: Yes, but if the additional match is included in the approved budget, it cannot be reduced and is subject to audit.

Q: I can't complete the Appendix B on my computer. Is this form available in MS Word file format?

A: Click [here](#) to access Appendix in MS Word format.

Q: Do we need to complete the Agency and School Commitment forms when we apply?

A: All FY 2007 applicants need to attach a completed Agency and School Commitment forms to their GMS applications. The forms can be completed and signed in paper, then scanned and attached as a PDF document to the electronic application. The commitment forms must be for project period indicated in the application or the upcoming school year. ***Commitment forms signed previously, for prior school years, will not be accepted. Applications that do not include signed commitment forms from both the law enforcement agency that will provide the G.R.E.A.T. officers and the school(s) in which G.R.E.A.T. will be delivered, will be considered incomplete and will not be considered for funding.***

G.R.E.A.T. Grant Allowable Costs

Q: Is the \$12.00 per student limit on G.R.E.A.T.-branded items per student or per student for each component?

A: Per student for each component in which they participate.

Q: What types of costs can be covered for the G.R.E.A.T. Families component?

A: Costs for child care for children too young to attend the lessons; purchase of laptops for Internet safety lesson, cost to rent a room/facility with computers at a school or college; overhead projector; meals for families participating; G.R.E.A.T.-branded items; printed materials for handouts are allowable costs for the Families component.

Q: Can grant funds be used to bring in a show/race car or special effects media presentation to entertain the G.R.E.A.T. students or entire schools in an assembly type setting?

A: No

Q: We had an officer trained in June 2006 but did not have a grant at that time. May we use the costs of sending this officer for training in 2006 as part of our match for the 2007 application?

A: No. All expenses for the FY 2007 grant will need to be expended during the actual project/budget period assigned to the award.

Q: Can grant funds be used to reward G.R.E.A.T. students, at the end of their 13-lessons, with a trip to an amusement park or museum or sporting event?

A: Yes. Programs may however want to consider collaborating with amusement parks, museums or sports teams (college and pro) to provide these rewards at no cost. Allowable costs for these type of rewards are chaperones; transportation; food/snacks and beverages, and admission costs.

Q: Will there be a G.R.E.A.T. National Conference in 2007?

A: No, but there will be a G.R.E.A.T. Regional Conference in each of the five G.R.E.A.T. Regions. Applicants should include funding for travel to the Regional Conference in their 2007 G.R.E.A.T. application budget.

Q: Can G.R.E.A.T. grant funds be used to attend the G.R.E.A.T. Regional Conference?

A: Yes. Applicants should factor travel, lodging, meal per diem, and ground transportation costs into their FY 2007 application budgets. There will be no Conference Fee charged to attend the 2007 G.R.E.A.T. Regional Conferences.

Q: Can G.R.E.A.T. grant funds be used to send an officer(s) for G.R.E.A.T. training?

A: Yes. G.R.E.A.T. grant funds can be used to send officers to any of the G.R.E.A.T. Officer Training (G.O.T.) courses. The courses are tuition free and BJA pays for trainee lodging (where noted on the Training Schedule, as posted on the G.R.E.A.T. National web site at <http://www.great-online.org/trainingschedule.htm> . Grantees are responsible for travel and per diem costs. Travel and per diem costs may be paid for out of G.R.E.A.T. grant funds, providing your agency has allocated funds to the "Travel" cost category or you request a Budget Modification to move funds into the "Travel" cost category to cover such costs. All such requests for budget changes must be made prior to incurring the costs.

Q: Can G.R.E.A.T. grant funds be used to attend "Gang Investigator", DARE and/or SRO conferences and training.

A: No. G.R.E.A.T. grant funds may only be used to attend BJA or G.R.E.A.T. sponsored workshops, conferences or training.

Q: What type of justification is acceptable for the purchase or lease of a vehicle?

A: The purchase of a vehicle would be considered an Equipment/Capital expense and is subject to a maximum amount of 5% of the Federal Award amount for all Equipment/Capital expenses. Applicants seeking to include the cost of leasing a vehicle for use by a G.R.E.A.T. Officer must be able to provide justification that the nature of their jurisdiction or location of the venues where the program will be delivered requires the officer to travel between school locations. In addition, the jurisdiction/agency is has limited vehicles available for non-patrol functions. Applicants are reminded that only the portion of the vehicle cost that is directly proportionate to the percentage of time the officer is actively engaged in delivering the G.R.E.A.T. curricula can be paid for with grant funds. This means that if an officer is teaching G.R.E.A.T. on an average of 10 hours per week, then 25% of the cost of the vehicle lease can be included in the G.R.E.A.T. grant application budget.

Q: Can G.R.E.A.T. funds be used to hire new officers to teach the program in schools?

A: In order to qualify for G.R.E.A.T. Officer certification, an officer must have a minimum of 2 years experience as a law enforcement officer or criminal justice professional. G.R.E.A.T. funds may only be used to pay the salary for the time that the officer is actually involved in the G.R.E.A.T. program (i.e. since schools are not open in the summer months grant funds cannot be used to pay for the officer's salaries during this time).

It should be noted that due to the uncertain nature of grant funding from one year to the next, agencies are discouraged from using grant funds to specifically hire new officers for the sole purpose of teaching the program. Many agencies that have staffing concerns use grant funds to pay overtime for officers to be in the classroom, so that in the event that funding is not continued, an agency is not put in the uncomfortable position of having to terminate an officer.

General Information Regarding the G.R.E.A.T. Program and FY 2006 G.R.E.A.T. Grants

Q: What is the Catalog of Federal Domestic Assistance (CFDA) number of the G.R.E.A.T. Program?

A: The CFDA number for the G.R.E.A.T. Program is 16.544. The CFDA number is always available in Box 10 of the Application for Funding (SF-424)

Q: Who can be certified to teach G.R.E.A.T. in the schools?

A: Sworn law enforcement officers and other criminal justice professionals, prosecutors are eligible to be certified to teach the G.R.E.A.T. curricula. Sworn law enforcement professionals can include police officers; Federal law enforcement officers; sheriff's deputies; parole and probation officers; and school police with arrest powers. Criminal justice professionals can include district attorneys'; prosecutors; judges; and juvenile correctional officers.

Persons other than criminal justice personnel, such as parents, teachers, members of the faith-based community can be trained as co-facilitators for the Families component, but the lead instructor must be a certified G.R.E.A.T. officer, who has been certified to facilitate the Families component.

Support staff for the Summer program can include parents, teachers, recreation department staff, and college or high school students, but a certified G.R.E.A.T. officer must be actively engaged in the summer component and on-site, whenever the Summer component is being delivered. The same is true when sponsoring a sports team - a certified G.R.E.A.T. officer as part of the coaching staff. G.R.E.A.T. officer must also be present for after-school programs.

Q: Where can I find information about selecting officers to teach the G.R.E.A.T. program?

A: You can find information about officer selection at: <http://www.G.R.E.A.T.-online.com/officerselection.htm>.

Q: My agency did not expend any funds prior to September 2006, because we were not certain that we would receive a grant award. Our grant ends on December 31, 2006 and we anticipate having funds left. What can we do?

A: Every FY 2006 G.R.E.A.T. grantee, whose grant ends on December 31, 2006 is eligible to request an extension between November 22nd and December 15th. Grantees should only request an extension if they anticipate having a **substantial** amount of funds remaining on December 31, 2006.

Q: How does my agency request an extension on my FY 2006 G.R.E.A.T. grant?

A: To receive an extension, you must submit the request via the Grants Management System (GMS) – Grant Changes module. You must include a narrative justification that clearly explains why you are requesting the extension. The narrative must include the following information:

- Amount of grant funds that you anticipate will remain unexpended as of the current end date of the grant;
- How long an extension is being requested;
- What project activities you will complete during the extension;
- How the balance of funds will be expended;
- How your G.R.E.A.T. project will be negatively impacted if the extension is not granted.

Requests must be submitted prior to the end date of the award.

Extensions are not automatically granted. Your State Policy Advisor (SPA) will review the extension request to make sure that your reasons for needing an extension are justified and appropriate. He or she will also check to make sure that you have fulfilled all current financial and programmatic requirements for the grant. If you are delinquent in submitting the required reports (e.g., [Financial Status Reports](#) or [Progress Reports](#)) for the grant, your request may not be approved. If your request is approved, you will receive a Grant Adjustment Notice that shows the grant's new end date.

Please see [Part III, Chapter 2](#) of the Office of the Comptroller's (OC's) *Financial Guide* for additional information.

Q: I applied for a start date of March 1 but my award date is after my requested start date. What do I do?

A: Contact your State Policy Advisor (SPA). A complete list of SPAs can be accessed at <http://www.ojp.usdoj.gov/BJA/resource/stcont.pdf>.

Q: If my agency receives an extension on the FY 2006 G.R.E.A.T. grant, will it impact our receipt of funds in 2007?

A: An extension on a grant will not preclude your agency/jurisdiction from applying for or receiving funds, but any FY 2007 grant would begin on the day after the current grant ends.

Q: My agency needs to send officers to G.R.E.A.T. Officer training. How do we apply for the training.

A: For information pertaining to G.R.E.A.T. Officer Training (G.O.T.), review the information available on the G.R.E.A.T. web page at www.G.R.E.A.T.-online.org/G.R.E.A.T.officertraining.htm .

G.R.E.A.T. Grant Reporting Requirements

Q: What are my grantee reporting requirements for the G.R.E.A.T. grant?

A: All G.R.E.A.T. grantees must submit semi-annual Programmatic Progress Reports and quarterly Financial Status Reports (SF269) for the entire grant/project period.

Q: When and how do I submit the Financial Status Reports (SF269)?

A: You must submit quarterly Financial Status Report (known as SF-269a or FSR) via the On-line 269 System <https://grants.ojp.usdoj.gov/> . Financial Status Reports must be submitted for every calendar quarter during the grant/project period. ***ALL quarterly financial status reports must be filed within 45 days of the last day of each calendar quarter, according to the following schedule:***

Reporting Period	Due Date
January 1-March 31	May 15
April 1-June 30	August 14
July 1-September 30	November 14
October 1-December 31	February 14

For more information on the SF-269a report, go to [Part III, Chapter 11](#) of the OC Financial Guide. If you have questions about how to complete the form, contact the

OC Customer Service Center: 1-800-458-0786
TTY: 202-616-3867
Fax: 202-353-9279

E-mail: askoc@ojp.usdoj.gov

Q: We did not receive our grant until September 2006. Is my agency required to submit quarterly SF269 reports from the start date of the grant period?

A: Every grantee must file a quarterly SF-269 for every calendar quarter for the entire grant/project period, beginning with the calendar quarter in which the **Start Date** of the grant/project falls. (Example: Grants with a Project Start date of February 1, 2007 must file a quarterly SF269 report for January 1, 2007 through March 31, 2007.)

Each quarterly SF269 should accurately reflect actual funds expended on the agency's G.R.E.A.T. projects, during the reporting period covered by the quarterly report. If

Q: Must my agency/jurisdiction file quarterly SF-269 reports for the first 2 quarters if there were no grant funds expended?

A: Yes. Every grantee must file these reports regardless of whether or not any grant funds were expended during a quarterly reporting period. ***If no grant funds were expended during a particular quarter, Column II – Current Period expenditures will reflect all zeros.***

Q: How and when do I file my Programmatic Progress Reports?

A: Every G.R.E.A.T. grant recipient must file semi-annual Programmatic Progress Reports via the OJP Grants Management System Report module, at <https://grants.ojp.usdoj.gov/>. Progress reports must be submitted twice a year, according to the following schedule:

Reporting Period	Due Date
January 1-June 30	July 30
July 1-December 31	January 31

Q: Do I need to send my expenditure back-up documentation to BJA?

A: No. You only need to file quarterly financial reports in order to drawdown funds. All documentation for expenditures must be maintained for a period of not less than 3 years after you receive notification that the grant is officially closed. These records must be made available to any BJA employee upon request.

Q: Are there any G.R.E.A.T. specific forms that I have to submit with my grant Programmatic Progress Report?

A: All G.R.E.A.T. grantees' semi-annual progress reports must include the G.R.E.A.T. Data Collection Form. Click [here](#) to access a blank G.R.E.A.T. Data Collection Form, in MS Word format.

NOTE: [Here](#) needs to be a link to the form in MS Word format.

Q: What information do I include in the narrative portion of my Programmatic Progress Report?

A: In this report, describe what you have accomplished during the reporting period. It is important to include any specific accomplishments – including progress that has been made toward reaching the goals and objectives as outlined in the project narrative submitted with the application. Specific information regarding G.R.E.A.T. graduations; class or student final projects, etc. should be included in the Progress Reports.

Grantees should also include, in the Progress Reports, information regarding any obstacles they have encountered in implementing their G.R.E.A. T. projects or issues that may impact their ability to attain the goals and objectives as set forth in their Project Plans.

Q: I received notification of my award some time ago, but have not as yet received any funds. What must I do to receive/drawdown my G.R.E.A.T. funds?

A: Each grantee must complete the following steps before they are able to drawdown any federal G.R.E.A.T. funds:

1. Accept their award-print the award from the GMS and have the Authorized Representative sign the award document and initial each of the Special Condition Pages.
2. Fax the signed Award and Special Conditions pages to 202-616-5962
3. Submit quarterly financial reports (SF-269s) for each quarter since the start date of the grant.
4. Submit an ACH/Vendor Enrollment form (electronic funds transfer form) to the Office of Justice Programs (OJP), Office of the Comptroller (OC) or confirm that your agency/jurisdiction has a current ACH form on file with OC. Confirmation of your current ACH form and the information it contains can be made by calling 1-800-458-0786, Option 2, the OC Customer Service Center Help Desk.
5. Follow the instructions contained in the drawdown/PAPRS instructions you received from OC.
6. Follow the instructions in the draw down/PPRS packet.

Q: I have not received my packet of information telling me how to drawdown my funds. What should I do?

A: Contact the OC Customer Service Help Desk at 1-800-459-0786, Option 2 for assistance.

Q: Do I need to contact FJA every time I want to expend any of the FY 2006 G.R.E.A.T. funds?

A: No. If an item or expense is part of your approved budget, there is no need to contact BJA for approval to purchase items or expend funds on project that are part of the approved budget.

Q: If I want to use FY 2006 G.R.E.A.T. funds for items or expenses that are not part of my approved budget, what must I do?

A: BJA authorizes changes in grants through a Grant Adjustment Notice (GAN). A GAN officially modifies the grant award and is just as binding as the certifications and conditions issued with the initial award. Examples of circumstances under which GANs are completed include:

- Deviations from approved budgets.
- Change in scope of grant.
- Contracting for or transferring of grant-supported effort.
- Date changes.
- Name change agreements.
- Successor in interest agreements.
- Temporary absence of the project director.
- Withdrawal of or change in project director.
- Change in program manager.
- No-cost grant extension.
- Grant closeout.

BJA carefully reviews requests for changes to grants, in coordination with the Office of the Comptroller (OC), to make sure they are consistent with OC's [Financial Guide](#) and to ensure the grant program's goals and objectives are addressed. Changes are officially recognized once the GAN has been reviewed and certified by OC through the issuance of a GAN date and number. You will receive a copy of the approved GAN for your files.

Q: Does my request for a Budget Modification need to be submitted in particular format?

A: Yes. All Budget Modifications must be submitted in a standard format. An example of the correct format can be found at www.ojp.usdoj.gov/BJA/grant/G.R.E.A.T.budmod.pdf.

Q: My agency's "Authorized Representative" as listed on the official grant/award document is no longer employed here. How do I notify BJA of the change?

A: Please see the information provided previously regarding requests for changes to your grant.

Should I list a laptop, printer and radio as supplies since they are each under \$5,000? We are trying to establish the program and have nothing to operate with yet.

6. We are a school district employed police department with our own janitorial staff and we also own our buses. Should janitorial and buses be contract, supplies or other?

7. On the Law enforcement and educational agency commitment form what is the after-school program signature about?